



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 119 as of 5/18/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	101	90	2	9	
CSBG/CEAP	18	16	2	0	Hired 1 GSS

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	48.50	23.25	71.75	Unfilled Positions 3
Pay Period 3/18/2020 to 3/28/2020				
Hours worked by Subs	-			
CSBG/CEAP Staff	29.25	13.15	42.40	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	0.00	0.00	0.00	Unfilled Positions 3
Pay Period 3/29/2020 to 4/11/2020				
Hours worked by Subs	-			
CSBG/CEAP Staff	0.00	0.00	0.00	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
Total Hours Absent Both Pay Periods	77.75	36.40		

LWOP Savings	\$	473.20	\$	13.00	36.40	\$13.13 average hourly rate
HS Sub Usage Expense	\$	-	\$	8.15	0	\$8.00 average hourly sub rate
Savings for both periods	\$	473.20				

Change in Potential Liability with Leave Earned and Used \$ 3,653.65